

DDA 84-0853/1

22 March 1984

MEMORANDUM FOR: Chairman, Fine Arts Commission

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Update and Republication of Booklet "Design for  
Living in CIA"

REFERENCE: Memo for DDA fm Chmn/FAC, dtd 20 Mar 84, Same Subj

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1. It is interesting that your memo on the above subject arrived in my in-box just after I had forwarded a memo to the Directors of Logistics, Data Processing, and Communications on "public order."

2. I consider the republication of the booklet a great idea and am tasking Dan King with getting on with it. Also, I want your inputs as you suggest.

3. With our taking over the O&M of the Building, we now have a chance to improve our "quality of life." Nevertheless, it will be an uphill battle since our employees must discipline themselves to productively contribute.

4. Thanks for your interest and concern. Let's work together to truly show that we have the "most attractive of all federal establishments."

STAT

Harry E. Fitzwater

cc: D/OL

20 March 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Chairman, Fine Arts Commission

SUBJECT: Update and Republication of Booklet  
"Design for Living in CIA"*Harry:*

1. The attached booklet, "Design for Living in CIA," was published in 1973 as a guide for achieving and maintaining high standards of order and cleanliness in the workplace. It was distributed to all employees and placed in orientation packets for EOD's in 1974-75.

2. Nineteen eighty-four seems a particularly appropriate year in which to update and redistribute this excellent publication. The spirit of the Director's Search for Excellence grows increasingly pervasive, the quality of life program is promoting the renewal of a workplace to be proud of, the Agency is in the process of taking over management of the Headquarters facility from GSA, and work on the new annex will soon be a highly visible reality. A new booklet on design in CIA could address all these factors and present a compelling appeal for participation in and support for these important programs by all employees, old and new.

3. The volunteers who work with me on the FAC could not assume responsibility for planning the publication, but we would be happy to assist those who do, should you conclude that this is a good idea. In addition to revising names, dates and places mentioned in the booklet, we would like to expand the sections which discuss the art collection and, together with the Building Planning Staff, present a description of design efforts to coordinate the new building with the existing structure.

4. Please let me know what you think of the proposal, and what the FAC can do to help carry it out.

Attachment:  
As statedSTAT  
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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Update and Republication of Booklet "Design for Living in CIA"

FROM:

Harry E. Fitzwater  
Deputy Director for Administration  
7D 24 Hqs

EXTENSION

NO.

DDA 84-0853/1

DATE

22 March 1984

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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1. Chairman, Fine Arts  
Commission

2. 6E 08 Hqs

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Pls send a copy  
Also, how many  
copies of this booklet have  
we? Can we get enough copies  
to send one to each FHC  
member? [ ] When  
we have enough, I'll want copies  
of my memo, [ ] this means for  
each member, and I'll  
prepare a brief transmittal.  
Flux